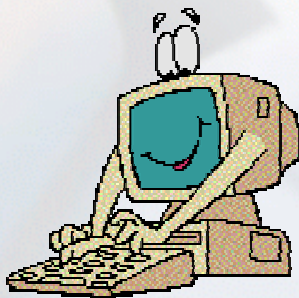


9th Circuit 2002 HR Conference

Innovations in HR Technology Pre-conference Workshop

November 4, 2002



Outline

- ★ *Employee Database*
- ★ *Centralized filing system*
- ★ *Software Applications*
- ★ *Applicant database*
- ★ *Internet website*
- ★ *Lotus Notes*
- ★ *HR intranet*

Employee Database

Advantages

- ★ Our customized system contains fields for personal, dates, benefits, pay, tax, leave*, department, job history, training, etc. type information
- ★ Employees are given rights to view personal and leave sections
- ★ Reporting capabilities are invaluable

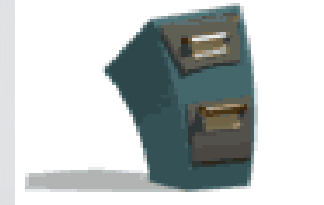
Disadvantage

- ★ Constant data entry and quality assurance
- ★ Users can become dependent on IT team
- ★ Learning curve

Centralized Filing System

Advantages

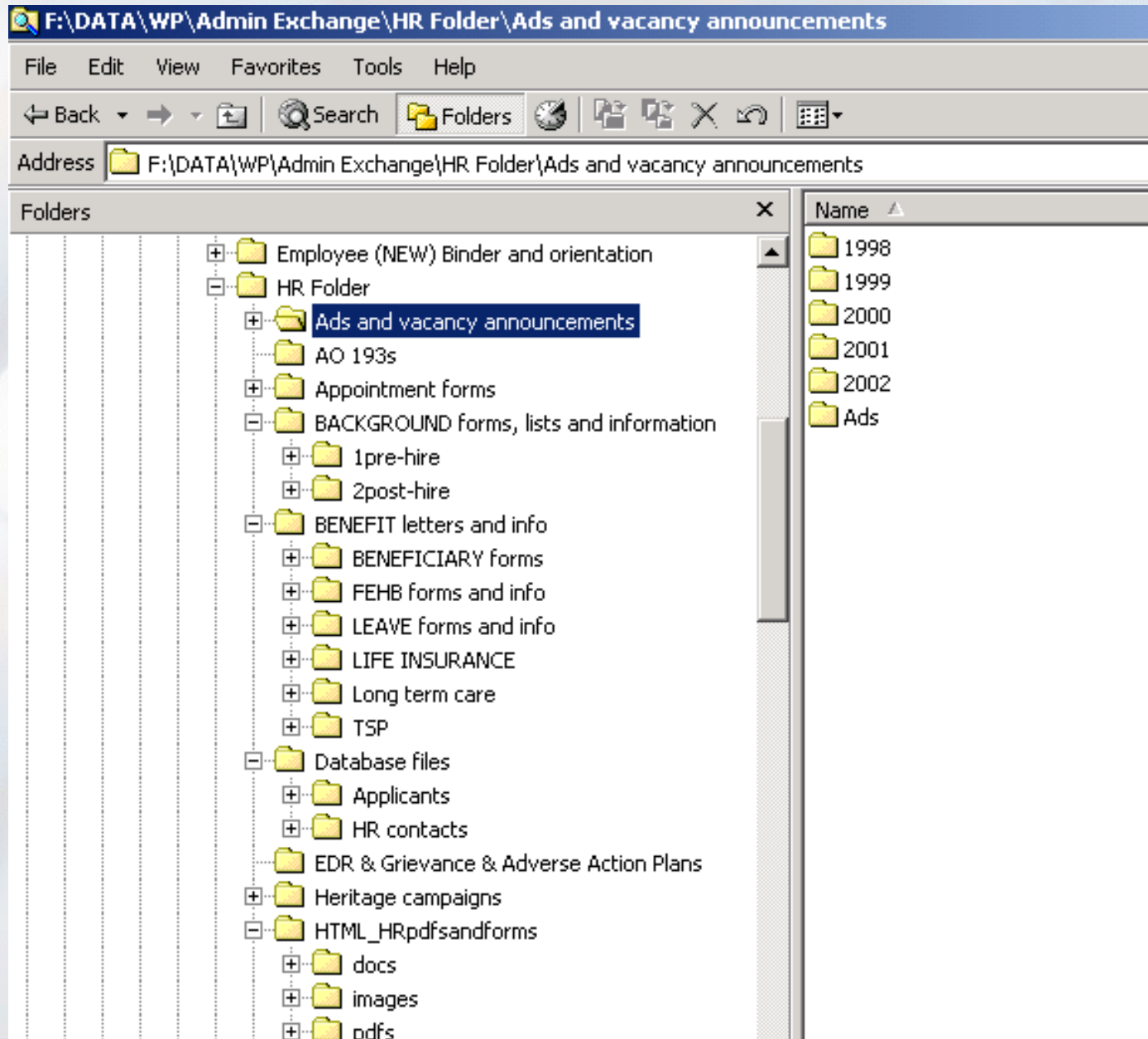
- ★ Better organization
- ★ Improves productivity and efficiency
- ★ Minimizes duplicate files & hard copies



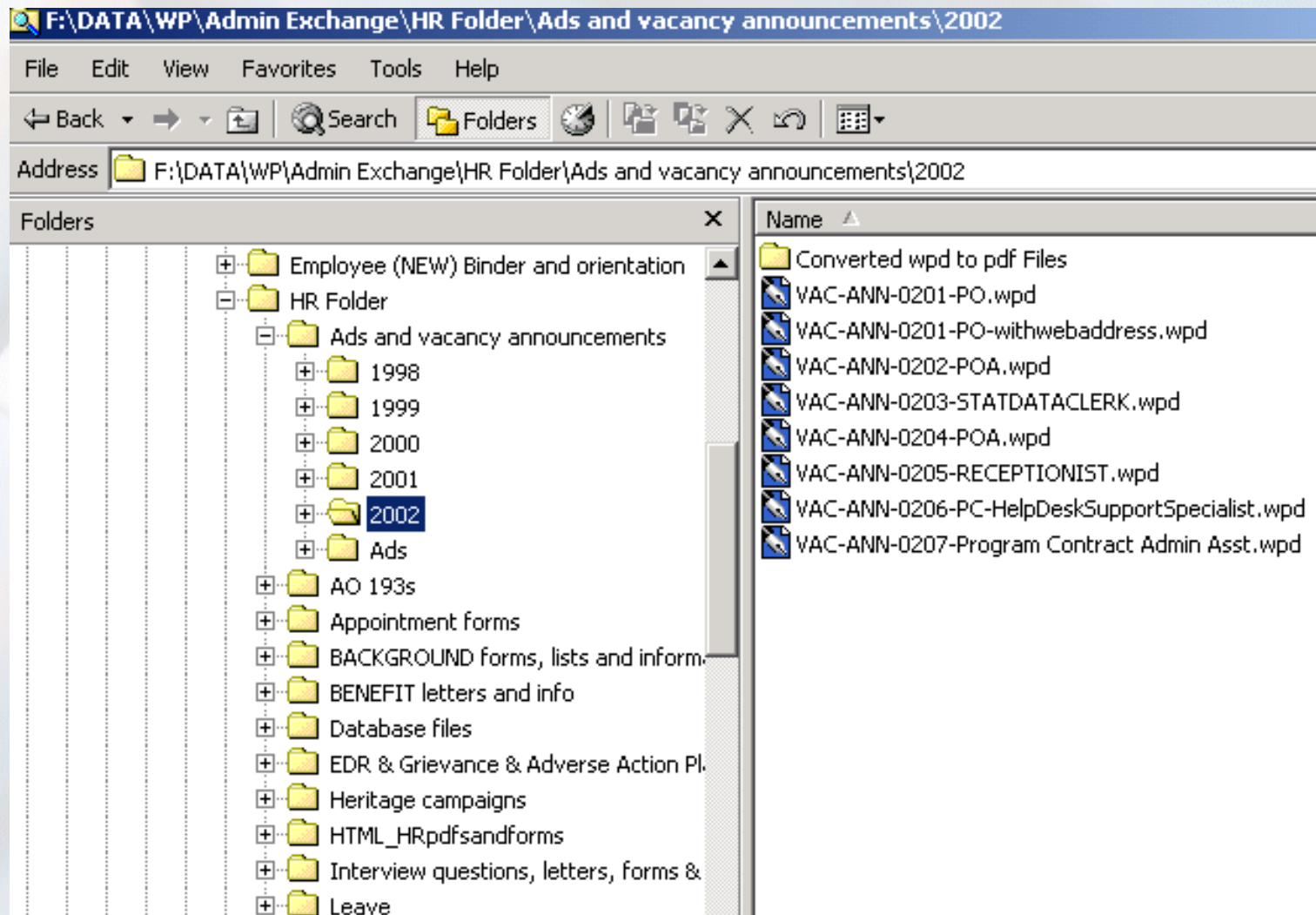
Disadvantages

- ★ There's learning curve in the “thinking” and “applying” of good file management
- ★ Develop your windows competency (creating, naming, renaming, moving files and folders)
- ★ Adaptation curve
- ★ Consistent utilization

Illustration of our centralized filing system



Example of the contents in the filing system



Software Applications

Advantages

- ★ WP Office Suite 2002 (WordPerfect 10, Corel Presentations 10, Paradox10) *
- ★ Photo Editor *
- ★ HTML (easy to learn language for web pages)
- ★ Adobe Acrobat *

Disadvantages

- ★ License issues *
- ★ Large learning curve
- ★ Consistent utilization
- ★ Become dependent on the IT department

Applicant Database

Advantages

- ★ Complete account of all recruitment campaigns
- ★ Customized fields for personal, EEO, qualification, interview dates, comment type data
- ★ Retrieving functionality
- ★ Label and reporting capabilities are invaluable

Disadvantages

- ★ Large learning curve
- ★ Consistent utilization
- ★ Become dependent on the IT department
- ★ Program may not be user friendly

Illustration of our applicant database

Paradox 10 - [Form : F:\DATA\WP\...\APPLCNT5.FSL [Data Entry]]

File Edit View Format Record Tools Window Help

U.S. PROBATION EMPLOYMENT APPLICANT DATABASE

Last Name:	George	First Name:	Winters	E-mail:	gwinters@aol.com		
Address:	5536 Frost Lane	City:	San Diego	State:	CA	Zip:	92123
Phone (home):	619-635-7261	Phone (other):	619-645-8765				

Position:	PC/HELP DESK 02-06	Date Of Ad:	8/18/2002	Resume Received On:	9/1/2002
Rec'd (Fax-E-mail-Mail):	E-mail	Date Entered:	10/30/2002	Entered By:	PRW

Date Of Phone Interview:	9/5/2002	Phone Interviewer:	PRW		
Qualified (Y/N/M):	Y	Date Of Interview:	9/15/2002	Interviewers:	PRW, GH, ACS
Passed Test (Y/N):	N	Date Hired:		Recall (Y/N/M):	N

Gender (M/F):	M	Code 1 - E:	1	Code 2 - H:	5	Code 3 - O:	E	Code R:	16
Comments:									

Internet Website

Advantages

- ★ No limitation to the amount of content
- ★ Post vacancy announcements
- ★ Benefits w/links to related sites
- ★ Hidden forms for applicants
- ★ E-mail link to an independent HR mail box
- ★ HTML is very easy to learn

Disadvantages

- ★ Constant maintenance
- ★ We can become dependent on the IT department for development, maintenance, modifications, etc

Lotus Notes

Advantages of HR mailbox

- ★ Applicant's e-mail resumes to this account
- ★ HR Manager uses the account as a to do list
- ★ Account is regularly checked by HR to address resumes and tasks accordingly
- ★ Whoever opens an e-mail accepts responsibility. It is then printed it out, then drag to the appropriate folder (purging it from mail box).

Advantages of Lotus Notes

- ★ Through tables, information can be disseminated with appealing style
- ★ Examples

Illustration of the HR mailbox

HR CASP - Inbox - Lotus Notes

File Edit View Create Actions Help

Welcome PAUL WEEDMAN - Inbox HR CASP - Inbox

Mail

New Memo Reply Forward Delete Folder Copy into Tools

	Who	Date	Size	Subject
★	SanDiegoJobs.com	10/31/2002	5,395	Jobs By Email Report from SanDiegoJobs.com
★	On Call Employee Solutions Inc.	10/30/2002	12,751	What's New at On Call
	CASP NotesAdmin	10/29/2002	49,922	Re: Hispanic Heritage Celebrations
	Larry Ballard	10/28/2002	3,842	Infomation
	Victor O'Rear	10/23/2002	3,702	RE: PC/Help Desk Support Specialist Announce 081602
	Chrisaure	10/23/2002	33,493	PC/Help Desk Support Specialist Position
	MARYJEANNE SCHRAM	10/23/2002	50,310	Forfeiture and Restoration of Annual Leave
	Rudy N Saenz	10/22/2002	75,051	PC/Help Desk Support Specialist Announcemen 081602
	MARYJEANNE SCHRAM	10/16/2002	26,885	Request for Donated Leave
	MARYJEANNE SCHRAM	10/15/2002	48,184	Hispanic Heritage Celebrations
★	MARYJEANNE SCHRAM	10/10/2002	26,686	Leave Donations - Shirl Dorfman

Inbox

Drafts

Sent

All Documents

Trash

Discussion Threads

Rules

Stationery

Aimee

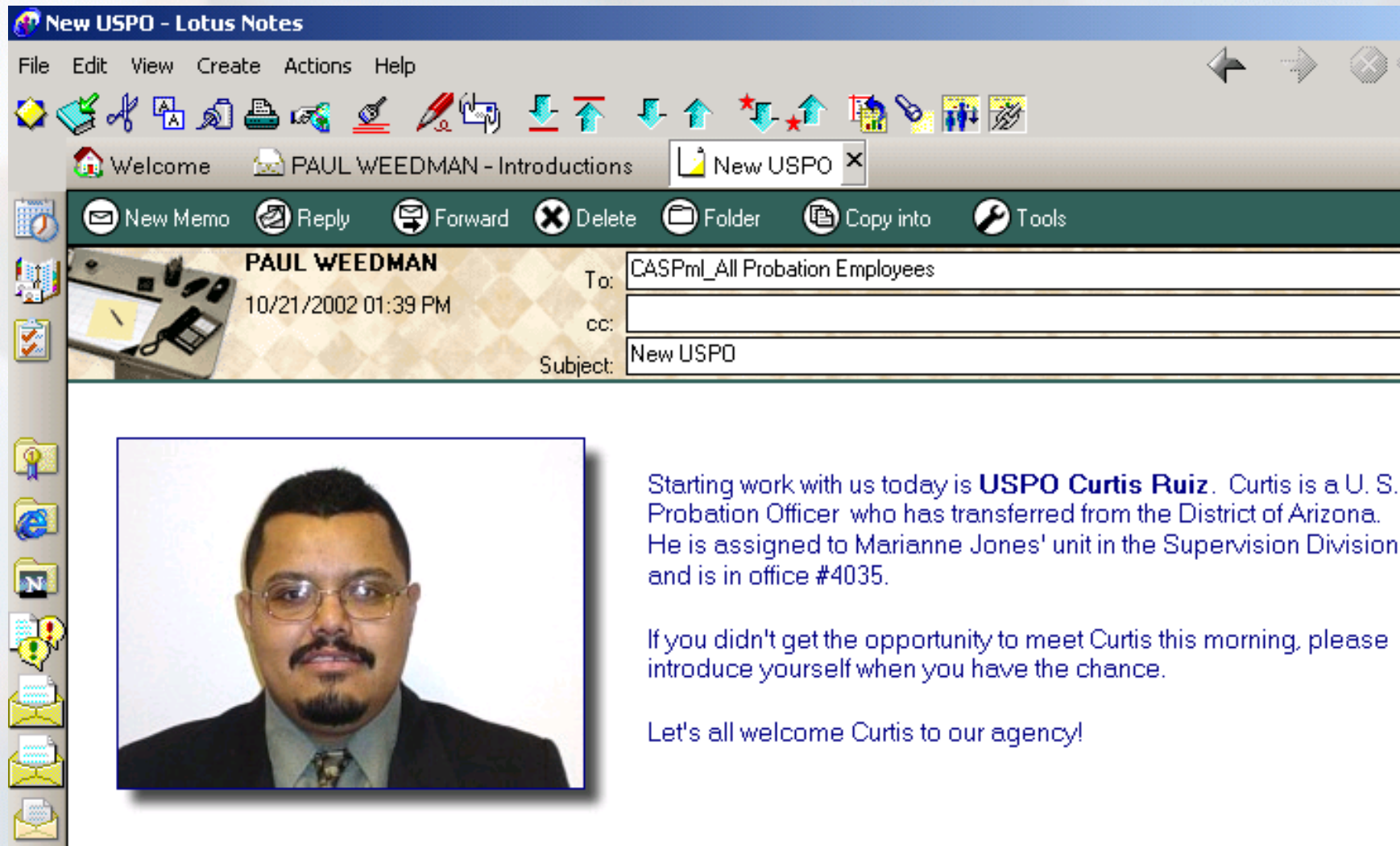
Mary Jeanne

Paul

Responses

Resumes

Example of being creative with Lotus Notes



HR Intranet

Advantages

- ★ Provides a much more efficient way to render forms, links, databases, images, etc.
- ★ Cuts down on unnecessary printing and filing
- ★ The Intranet is written in HTML which is easy to learn (other languages are also used)
- ★ In theory, could ultimately serve as the main function in the way we access and use information

Disadvantages

- ★ Constant maintenance (much more than website)
- ★ Would have to rely on the IT department for development, maintenance, modifications, etc



***I thank you for your attendance
and encourage questions and participation.***